File Commands

LOADfilename: inserts file named in text.

LOADfilename1, filename2, . . ., filenameN: inserts several files in order named to text.

LOAD: inserts the last mentioned file to text at the current cursor position.

SAVEfilename: stores text of the file named. All text between the cursor and lower limit is stored.

SAVE: stores text of file last mentioned.

GLOSSARY: loads the glossary from the disk drive last accessed. There must be a text file called "GLOSSARY" on the disk in that drive.

OPTIONS: alters the slot and drive associated with file last mentioned.

OPTIONSfilename: Makes that file the file last mentioned, and assigns a slot and drive to it.

PRINT: sends text to printer.

OPTIONS PRINTER: alters the printer options.

[Return]: (the null File Command) returns you to Edit Mode.

CATALOG: displays catalog. You may select any of the displayed files by hitting the corresponding key. That file then becomes the default file for the next LOAD or SAVE command.

To specify a particular slot or drive, for example slot 6, drive 2, use **CATALOG,S6,D2**.

DELETEfilename: deletes that file.

VERIFYfilename: tests for disk corruption.

Embedded Print Commands

.EJECT: causes page eject.

.NEEDS x: conditional eject.

.INDENT x: resets indent. Negative indents are permissible.

.NOINDENT: the following line (only) is not indented.

.PAGE WIDTH x: resets nominal page width.

.RELATIVE PAGE WIDTH or **.RPW** x: resets page width relative to the value set in the primary print options.

.RELATIVE LEFT MARGIN or **.RLM** x: resets left margin relative to the value set in the primary print options.

.LEFT MARGIN x: resets left margin.

.CENTER or **.CENTRE** causes the following text line or paragraph to be centred.

.COMMENTtext: puts non-printing comments within text.

.CONTINUEfilename: existing text is deleted, the file named is loaded, and printing continues from the start of the new file.

.HEADERtext: each time a new page is started the text will appear at the top of the page.

.FOOTERtext: each time a new page is started the text will appear at the bottom of the page.

PAGE NO. x: sets the page number. This can be used in conjunction with the .HEADER and .EJECT commands to provide section numbering.

.SPACE x: sets line spacing.

.LEFT JUSTIFY ONLY or **.L** set left justification only, turn off right justification.

.RIGHT JUSTIFY or **.R** turn on right justification.

Embedded Control Characters

Soft space: enter [Control] __, displays as inverse + : spreads out to fill up all available space in the line, for right justification or centring.

Hard space: enter [Control] @, displays as inverse blank: used instead of a regular space to prevent line breaks or blank padding in the wrong places.

Soft (optional) hyphen: enter [Control] ⌃, displays as inverse hyphen: optional hyphen at that point.

Stop printer: enter [Control] **S**, displays as inverse S: during printing the printer stops at that point until you hit [SPACEBAR] . Used for changing printheads etc.

Underline on (or off): Enter ◑**EU**, displays as inverse U.

Page number (in header or footer): Enter [Control] **P**, displays as inverse P.

Edit Commands

Moving and Deleting

The arrow keys move the cursor in the direction of the arrow.

The ⌐Del⌐ key deletes the character immediately before the cursor.

○ (Open Apple) with any arrow key deletes in the direction of the arrow.

● (Closed Apple) with any arrow key undeletes in the direction of the arrow. To cancel an excessive delete use ● with the opposite arrow key to the arrow key you deleted with. Undelete may not work if you have moved after deleting.

○**R** : Top of text.

○**B** : Bottom of text.

○**D** : Pressed twice, deletes all text in memory.

Special Screen Modes

○**W** : Word/Paragraph Mode. The arrow keys move, delete, or undelete by word or paragraph.

○**A** : All Mode. The horizontal arrow keys work as normal but the vertical keys move, or delete all the way to the beginning or end of text.

○**U** : Upper/Lower Mode. ○ with any arrow key capitalises, arrows alone convert to lower case.

Exit from Special Screen Modes by hitting any key other than an arrow key or the ⌐Del⌐ key.

Other Edit Commands

○**F** : enter File Command Mode.

○**P** : test print to the screen.

○**Q** : insert glossary item.

○**L** : set lower limit (for SAVE or PRINT commands) to the current cursor position. A second ○**L** clears lower limit.

⌐Control⌐ **C** or ○**C** : exit to Applesoft.

⌐Control⌐ ○⌐Reset⌐ (all together): Reboot.

⌐Control⌐ ⌐Reset⌐ : Will usually get your text back if you are "hung", which may occur if you specify a non-existent printer slot.

Searching and Replacing

○**S**string○**S** : search for a string, moves the cursor to the next occurrence of the string. (A string is any sequence of characters, for example a word. It can include carriage returns and punctuation marks).

○**S** ○**S** : repeatedly search, moves the cursor to the next occurrence of the search string. (The search string is the last string you specified.)

○**X**string○**X** : replace all or some occurrences of the search string (search and replace). Replaces the search string with the exchange string, then searches for the next string and waits for instructions. Permissible instructions while in replace mode are:

⌐SPACEBAR⌐ : displays menu

Y   Yes, replace this occurrence, go to next occurrence

N   No, Skip this occurrence, go to next occurrence.

T   Terminate, Exit replace mode.

⌐Control⌐ **Y** Replace every occurrence from here to end of text. You may interrupt this by hitting **T**.

Cutting and Pasting and Copying

This is all done by ○**G**. It is used in groups of three for moving and groups of five for copying. The first one marks the start of the string, the second marks the end and causes the string to be grabbed. The third reinserts the string at the cursor position. Two in succession without moving the cursor insert a copy of the string last grabbed.

Tabbing

⌐Tab⌐ : moves the cursor to the next tab stop, adding trailing blanks if needed.

○⌐Tab⌐ : sets the tab at the current cursor position.

●⌐Tab⌐ : moves the cursor to the next tab stop like any normal tab, but any word the cursor is touching and all text to right of the cursor is moved along with it. Useful for lining up decimal points.